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Issuance Date: July 9, 2004

Closing Date: July 29, 2004, (11:00 a.m. EST.)

SUBJECT: Request For Quotations (RFQ) No. M/OAA/GRO/EGAS-00005,  
Conference Facilities for a Worldwide EXO/IRM Conference

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking quotations from a vendor who can provide conference facilities for a worldwide EXO/IRM conference for USAID Washington, DC as further described in the Statement of Work below. This requirement will be a firm-fixed price purchase order.

If you choose to submit a quotation, it must be submitted via e-mail **only** to Alan J. Bellefeuille at: [abellefeuille@usaid.gov](mailto:abellefeuille@usaid.gov) with the attached request for quotation and received no later than July 29, 2004, 11:00 a.m. EST.

Quotations in the heading of the email must be addressed as follows:

U.S. Agency for International Development  
Office of Procurement  
M/OAA/GRO/EGAS  
Room 7.09-105, Ronald Reagan Building  
1300 Pennsylvania Avenue, NW  
Washington, D.C. 20523  
ATTN: Alan J. Bellefeuille  
Phone: 202-712-5501

**It should be noted that packages may not be left at the USAID Visitor's Desk. You are solely responsible for ensuring timely delivery.**

This procurement is issued pursuant to the simplified acquisition procedures Chapter 13 of FAR, Subpart 13.003(b) (1) which requires that acquisition of supplies or services that have an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 be reserved exclusively for **small business concerns** and **publicized under FAR 5.101(2) for contract actions between \$10,000 and \$25,000.**

Contractors are requested to submit both technical and cost portions of the quotation separately. Award will be made to the contractor whose quotation satisfies the government requirement at the best value.

Issuance of this quotation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a quotation. Any questions concerning this solicitation should be directed to Alan J. Bellefeuille in written format at [abellefeuille@usaid.gov](mailto:abellefeuille@usaid.gov).

## **REQUEST FOR QUOTATION**

**DATE ISSUED:** 07/09/04

**CLOSING DATE AND TIME:** 07/29/2004 – 11:00 am

**RFQ NUMBER:** M/OAA/GRO/EGAS-00005

**ISSUED BY:** United States Agency for International Development  
M/OAA/GRO/EGAS, Room 7.09-41  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20523-2120

**POC/TEL NO:** Alan J. Bellefeuille: email: [abellefeuille@usaid.gov](mailto:abellefeuille@usaid.gov) (202) 712-5501

**THE OFFEROR AGREES THAT THE PRICES SUBMITTED ARE GOOD FOR 60 DAYS FROM DATE OF RECEIPT OF YOUR QUOTE.**

**OFFERORS ARE REQUIRED TO SUBMIT QUOTES VIA E-MAIL TO ALAN J. BELLEFEUILLE AT: [abellefeuille@usaid.gov](mailto:abellefeuille@usaid.gov).**

**PLEASE PROVIDE NAME, ADDRESS, POINT OF CONTACT OF AUTHORIZED INDIVIDUAL RESPONSIBLE FOR THE QUOTATION.**

**COMPLETE THE ENCLOSED VENDOR INFORMATION SHEETS.**

**ALL RESPONSIBLE SOURCES MAY SUBMIT A QUOTATION WHICH, IF TIMELY RECEIVED, SHALL BE CONSIDERED BY THE AGENCY.**

**Submitted by Name/Company:**

**Please provide company name on quote as well.**

## **SUPPLIES/SERVICES AND PRICES/COSTS**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Qty.</u></b>	<b><u>Unit Price</u></b>	
0001	Worldwide EXO/IRM Conference facilities for USAID/Washington.	1		

### **Statement of Work**

#### **EXO / IRM Worldwide Conference -- Facility Specifications**

**Dates:** October 4 - October 8, 2004 (most guests expected to check in October 3, but a few may do so October 2; most guests expected to check out late afternoon October 8 -- so late checkout should be available -- a few may check out during the **week of October 9**).

**Location:** Must be Metropolitan Washington area, and within 6 blocks of a Metro subway station.

**Estimated Number of Attendees from Abroad:** 130-150

**Hotel Rooms available:** 130 - 150 reserved and guaranteed at no more than the prevailing US Government per diem rate portion for lodging. Include two (2) rooms (for Monday through Thursday) in the cost of the proposal.

**Primary conference room(s):** 2 each, each to accommodate 80 - 90 conferees seated classroom style at long or round tables, and large enough to include presentation table space at one end of room. The facility must have a large conference or ballroom with a capacity for 140 - 160 seated conferees with a movable partition between them so that two separate conferences can take place at one time, while allowing 1-2 plenary sessions of all conferees during the week.

#### **Other rooms required:**

1 systems and telecommunications room - lockable, and large enough to accommodate table space and seats for 8-12 PCs for worldwide internet access;

1 business/systems room – **lockable**, adequate for 4-6 PCs for information security systems training;

4-6 “break-out” rooms - adequate to comfortably seat 15-20 people working in teams.

#### **Telecommunications & PC Connectivity:**

*We will use Sensitive But Unclassified access through the internet for email and for any demonstrations to be done in the main conference room. The internet connection will need to support up to 20 concurrent sessions. The systems/telecomm. room will need to accommodate up to 12 concurrent connections to the internet. The business/systems room will need to accommodate up to 6 concurrent connections to the internet. The main presentation room(s) will need to support a connection to the internet. Connectivity to the internet provider should be through a dedicated link (not dial up) and speed should be 256K.*

*USAID technical staff will need to meet with hotel technical staff at least 2 weeks prior to conference to review telecommunications set up and test internet access to our network from the hotel.*

**Equipment:**

*USAID will provide PC and printer hardware for the systems/telecomm. room and the main conference room(s). USAID technical staff will require access to the systems/telecomm., business/systems, and main presentation rooms where equipment will be installed after hours, including weekends before the conference begins and after it ends to set up/take down equipment.*

*Spare equipment may be stored at the conference in one of the lockable rooms.*

A/V Support - For each large conference room, 1 wired microphone, 2 wireless microphones, 8x8 projector screen, 4-channel mixer, laser pointer, 1 wireless lavalier microphone.

**Services:**

Business center services to receive / transmit faxes and receive / record telephonic messages for conferees, and photocopying services (quantities unable to be determined in advance;

Reception area with cash bar and hors d'oeuvres provided for October 4 casual evening get-together for **140 - 160** people.

Mid-morning and -afternoon refreshments for **140-160** people for conference days October 4 through October 8 (10 times), to include coffee, tea, soft drinks, and morning or afternoon-appropriate snacks.

Water service for all conference tables.

Evaluation Criteria for Selection:

**Best Value:** Technically acceptable/lowest price.

## **VENDOR INFORMATION**

**(Please complete if you have not provided this information in the past)**

**NAME:**

**ADDRESS (to include Country if not USA):**

**POC:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**E-MAIL ADDRESS:**

**INTERENT ADDRESS:**

**EIN/SSN NUMBER:**

**DUNS NUMBER:**

**ELECTRONIC FUNDS TRANSFER:**

**ABA Number (9 digit routing number):**

**Bank Name:**

**Account Number:**

**Type of Account (checking or savings):**

**OWNERSHIP TYPE:**

☐ **Asian-Indian American**

☐ **Asian-Pacific American**

☐ **Black American**

☐ **Hispanic American**

☐ **Native American**

☐ **Non-Minority**

☐ **Other Minority**

☐ **Unknown**

**PROFILE TYPE:**

- ☐ Corporation
- ☐ Education Org Other than University
- ☐ College
- ☐ Individual
- ☐ HBCU
- ☐ University/College
- ☐ International Center
- ☐ Research Org.
- ☐ Voluntary Organization
- ☐ Foundation
- ☐ Hospital
- ☐ Partnership
- ☐ Proprietorship
- ☐ Sheltered Workshop
- ☐ Hispanic Serving Institution

**ECONOMIC TYPE:**

- ☐ Private
- ☐ International Public Sector
- ☐ Federal Government
- ☐ State/Local Government
- ☐ Foreign Contractor

**TYPE OF BUSINESS:**

- ☐ 8(a) Form
- ☐ Small Business
- ☐ Women-Owned
- ☐ Disadvantaged
- ☐ For Profit
- ☐ Electronic Commerce